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Budget performance for the biennium 2018–2019 as at 30 June 2018

Note by the Executive Secretary

Summary

The budget performance for the first six months of the biennium 2018–2019 of the trust funds administered by the secretariat is presented in this document, which should be considered in conjunction with its two addenda: the first provides an assessment of progress against performance indicators and targets, and the second provides details of the activities and outputs planned and delivered in this first part of the biennium. The aim is to inform Parties of the results achieved and income and expenditure as at 30 June 2018. In the period under consideration, programme highlights include supporting Parties' efforts to complete the Paris Agreement work programme and facilitating over 30 meetings and workshops of constituted bodies, technical experts and regional groups and the sessions of the subsidiary bodies held in Bonn.

As at 30 June 2018, the secretariat had received EUR 22.0 million, equivalent to 69.7 per cent of the total core budget contributions expected for the 2018–2019 biennium. The high level of outstanding contributions to the core budget for the current and previous bienniums poses a risk to the effective implementation of the secretariat work programme. Voluntary contributions received amounted to USD 2.6 million under the Trust Fund for Participation in the UNFCCC Process and USD 12.2 million under the Trust Fund for Supplementary Activities. Core budget expenditure was at 44.4 per cent of the approved core budget for 2018 and USD 8.7 million had been spent on various projects under the Trust Fund for Supplementary Activities. This document also contains information on the status of the various other trust funds and programme support costs. It further provides information on human resources and contains a detailed report on programme delivery.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), by decisions 21/CP.23 and 6/CMP.13, approved the programme budget for the biennium 2018–2019. The COP requested the Executive Secretary to report on income and budget performance and to propose any adjustments that might be needed in the programme budget.

B. Scope of the note

2. This document reports the income and budget performance of the trust funds administered by the secretariat as at 30 June 2018. It should be read in conjunction with document FCCC/SBI/2017/INF.13, which contains the 2018–2019 biennial work programme of the secretariat, and document FCCC/SBI/2018/INF.12, which, when published, will provide information on the status of contributions as at 16 November 2018.

3. This document also provides information on human resources and programme delivery. The programme delivery report provides an assessment of progress in implementing the secretariat work programme in the first six months of the biennium in relation to its objectives, expected results, performance indicators and detailed activities and outputs. This document should be considered in conjunction with its two addenda: the first provides an assessment of progress against performance indicators and targets, and the second provides details of the activities and outputs planned and delivered in this first part of the biennium.

C. Possible action by the Subsidiary Body for Implementation

4. The Subsidiary Body for Implementation (SBI) may wish to take note of the information presented herein and to decide on actions that may need to be included in draft decisions on administrative and financial matters to be recommended for consideration and adoption at COP 24 and CMP 14.

II. Executive summary

A. Programme delivery highlights

5. The secretariat's work priorities and objectives in the biennium 2018–2019 are detailed in document FCCC/SBI/2017/4.

6. In addition to the implementation of existing mandates under the Convention and its Kyoto Protocol, a major focus during the first six months of 2018 was supporting Parties' efforts to complete the Paris Agreement work programme (PAWP) at COP 24. The secretariat put together a dedicated cross-programme team to support the work of the governing and subsidiary bodies and the Ad Hoc Working Group on the Paris Agreement (APA) in this area.

7. In preparation for COP 24, the secretariat intensified its outreach to Parties and other stakeholders with a view to broadening understanding of what is required by Parties to complete the PAWP and to encourage non-Party stakeholders to contribute to the implementation of the Paris Agreement through the Marrakech Partnership for Global Climate Action.

8. The secretariat provided enhanced support to the COP 23 Presidency for planning and executing the Talanoa Dialogue, which included developing a platform for engaging all actors in the process. During the first part of the forty-eighth sessions of the subsidiary bodies, Parties and non-Party stakeholders convened to take stock of collective efforts in relation to progress towards the achievement of the long-term goal of the Paris Agreement and to inform the preparation of nationally determined contributions (NDCs).

9. The secretariat had facilitated over 30 meetings and workshops of constituted bodies, technical experts and regional groups and a session of the subsidiary bodies in Bonn by the end of June 2018. These events were being enhanced thanks to new and innovative technologies supporting remote participation, on-demand video recordings, data visualization tools, and an online collaboration and submission platform facilitating communication between Parties and non-Party stakeholders. Preparations were ongoing for the additional negotiating session of the three subsidiary bodies in Bangkok in September 2018 and for COP 24.

10. The secretariat supported the assessment by the SBI of progress in the process to formulate and implement national adaptation plans, through the Least Developed Countries Expert Group (LEG), in the following ways: developing terms of reference for the assessment; mobilizing organizations to contribute to the assessment; creating a common pool of data accessible to all; and organizing, in collaboration with the Adaptation Committee, a meeting of Party experts to assess progress. The secretariat supported the 33rd meeting of the LEG in February 2018.

11. The secretariat assisted Parties with NDC-related issues, including NDC updates and long-term low-emission development strategies.

12. Collaboration within the United Nations system has been strengthened through the Executive Secretary's participation in the Secretary-General's Climate Principals and Climate Core Groups and the secretariat's collaboration with the Climate Change Team of the Executive Office of the Secretary-General. Support provided by the United Nations, intergovernmental agencies and other stakeholders for implementing the Convention, the Kyoto Protocol and the Paris Agreement has been further enhanced through the engagement of a wide network of non-Party stakeholders. The secretariat currently engages in over 50 active partnerships.

13. The secretariat supported the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts in establishing the Fiji Clearing House for Risk Transfer to facilitate the efforts of Parties to develop and implement comprehensive risk management strategies, and facilitated the establishment of the task force on displacement.

14. The secretariat continued to support the implementation of the measurement, reporting and verification process by coordinating technical reviews of 23 biennial reports (BRs) and national communications (NCs), technical analyses of six biennial update reports (BURs) and technical assessments of 12 REDD-plus[1] forest reference emission levels or forest reference levels, and by completing the 2017 cycle of greenhouse gas (GHG) inventory reviews (for 22 Parties included in Annex I to the Convention).

15. A new version of the common reporting format Reporter software was developed and the GHG data interface was updated.

16. The secretariat supported the intergovernmental negotiations related to capacity-building by organizing the 7th Durban Forum on capacity-building.

17. With respect to the clean development mechanism (CDM), the amount of certified emission reductions (CERs) cancelled increased by 19 per cent (from 4.93 million to 5.88 million) compared with the first half of 2017; cancellations transacted through the voluntary cancellation platform increased by 12 per cent.

18. The new UNFCCC website was launched, enhancing access to information for all stakeholders. The site had over 2.5 million page views between the launch in April and the end of June 2018.

19. The secretariat strengthened its information technology (IT) infrastructure to further facilitate access to official documentation, information and data. Projects under way include

[1] In decision 1/CP.16, paragraph 70, the COP encouraged developing country Parties to contribute to mitigation actions in the forest sector by undertaking the following activities: reducing emissions from deforestation; reducing emissions from forest degradation; conservation of forest carbon stocks; sustainable management of forests; and enhancement of forest carbon stock.

a data centre consolidation project and a new information and communication technology security framework.

B. Financial summary

20. As at 30 June 2018, EUR 22.0 million, or 69.7 per cent of the total core budget indicative contributions expected for the biennium 2018–2019, had been received. The high level of outstanding contributions to the core budget for the current and previous bienniums poses a risk to the effective implementation of the secretariat work programme.

21. Voluntary contributions received amounted to USD 2.6 million under the Trust Fund for Participation in the UNFCCC Process and USD 12.2 million under the Trust Fund for Supplementary Activities.

22. A total of EUR 12.7 million, or 44.4 per cent of the 2018–2019 core budget, had been spent as at 30 June 2018. USD 8.7 million had been spent on projects under the Trust Fund for Supplementary Activities and USD 1.6 million had been spent to cover the participation of representatives of eligible Parties in sessions from the Trust Fund for Participation in the UNFCCC Process.

III. Income and expenditure report

A. Trust Fund for the Core Budget of the UNFCCC

23. The COP and the CMP, by the decisions referred to in paragraph 1 above, approved a total budget of EUR 56.8 million for the biennium 2018–2019 (see table 1).

Table 1
Approved core programme budget and income for the biennium 2018–2019
(Euros)

	2018	*2019*	*Total*
Appropriations	25 296 670	24 956 458	50 253 128
Programme support costs	3 288 567	3 244 340	6 532 907
Adjustment to the working capital reserve	103 057	–	103 057
Total approved core programme budget	**28 688 294**	**28 200 798**	**56 889 092**
Indicative contributions	27 921 356	27 433 860	55 355 216
Contribution from the Host Government	766 938	766 938	1 533 876
Total income	**28 688 294**	**28 200 798**	**56 889 092**

24. Table 2 shows the income to the Trust Fund for the Core Budget of the UNFCCC received for the 2018 fiscal year and expenditures incurred during the first six months of the biennium. The income received so far for the 2018 fiscal year amounts to EUR 22.0 million, which represents 69.7 per cent of all contributions due. As at 30 June 2018, 121 Parties had paid their contributions for 2018; outstanding contributions for 2018 amounted to EUR 12.4 million or 30.3 per cent of the 2018 budget.

Table 2
Status of the core budget as at 30 June 2018
(Euros)

	2018
Contributions received for 2018 to the Convention[a, b]	18 151 209
Contributions received for 2018 to the Kyoto Protocol[a, b]	3 092 992
Voluntary contributions from the Host Government	766 938
Total income	**22 011 139**

	2018
Expenditure	
Expenditure	11 240 150
Programme support costs	1 454 314
Total expenditure	**12 694 464**
Balance	**9 316 675**

[a] Includes contributions received in previous biennium for 2018.

[b] Where applicable, the exchange rate used (USD 1 = EUR 0.864) is the official United Nations exchange rate as at 30 June 2018.

25. Table 3 shows the approved core budget by programme and reallocated budget for the biennium 2018–2019, as well as the programmes' expenditures for the first six months of the biennium. As at 30 June 2018, expenditure amounted to EUR 11.2 million, or 44.4 per cent of the approved core budget for 2018, which is lower than the linear expenditure rate of 50 per cent. Certain payments are normally made in the second half of the year, including payments for education grants.

26. In the reporting period the Executive Secretary made transfers between appropriation lines, as authorized by the COP.[2] A total of EUR 505,000 was transferred from the Information and Communication Technology (ICT) and Communications and Outreach (CO) programmes to the Executive Direction and Management (EDM) programme to cover the cost of the Head of Resource Mobilization at P-5 level and to partially cover the cost of the Special Assistant to the Deputy Executive Secretary at P-4 level.

Table 3

Approved 2018–2019 core budget and expenditure by programme as at 30 June 2018

(Euros)

	Budget as approved by the Conference of the Parties	*Budget as reallocated by the Executive Secretary*	*Expenditure*
A. Programme			
Executive Direction and Management	4 707 490	5 213 050	1 461 950
Mitigation, Data and Analysis	15 626 860	15 626 860	3 344 851
Finance, Technology and Capacity-building	6 020 360	6 020 360	1 391 583
Adaptation	5 362 100	5 362 100	1 257 136
Sustainable Development Mechanisms	879 480	879 480	215 901
Legal Affairs	2 153 600	2 153 600	432 260
Conference Affairs Services	3 395 655	3 395 655	643 019
Communications and Outreach	3 431 320	3 241 320	695 864
Information and Communication Technology	5 447 800	5 132 240	1 266 697
B. Secretariat-wide operating costs[a]	3 228 463	3 228 463	530 889
Total[b]	**50 253 128**	**50 253 128**	**11 240 150**

[a] Secretariat-wide operating costs are managed by the Administrative Services programme.

[b] Excludes programme support costs and adjustment to the working capital reserve.

27. Table 4 presents expenditure from the 2018–2019 core budget as at 30 June 2018 by object of expenditure. "Staff costs" cover salaries and common staff costs, salaries of short-term staff, temporary assistance and overtime. External expertise, both individual and institutional, is included under "Contractual services". "Travel" includes travel of staff, experts and government representatives on official missions. Payments to suppliers for goods

[2] Decision 21/CP.23, paragraph 10.

and services and other running costs such as telecommunication charges are combined under "Operating and other direct costs".

Table 4
Approved 2018–2019 core budget and expenditure by object of expenditure as at 30 June 2018
(Euros)

Object of expenditure	*Expenditure*
Staff costs	8 631 851
Contractual services	726 059
Travel	780 315
Operating and other direct costs	592 889
Supplies, commodities and materials	2 567
General operating expenses (equipment, vehicles and furniture)	261 714
Grants out	244 755
Total[a]	**11 240 150**

[a] Excludes programme support costs and adjustment to the working capital reserve.

28. As at 30 June 2018, expenditure amounted to EUR 11.2 million. The expenditure rate for staff costs is expected to increase in the second half of 2018, reflecting the settlement of education grants for the academic year 2017–2018.

B. Trust Fund for Participation in the UNFCCC Process

29. The Trust Fund for Participation in the UNFCCC Process supports the participation of representatives of eligible developing country Parties and Parties with economies in transition in the sessions of the COP, the CMP, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and their subsidiary bodies using voluntary contributions.

30. Table 5 shows the income and expenditure under the Trust Fund for Participation in the UNFCCC Process as at 30 June 2018. Voluntary contributions received by the secretariat during the reporting period amounted to USD 2.6 million. The contributions received to date, added to the balance carried over from 2016–2017, interest and miscellaneous income, result in a total of USD 4.6 million.

31. Expenditure incurred during the first six months of the biennium 2018–2019 amounted to USD 1.6 million, which covered the participation of representatives of eligible Parties in the session of the subsidiary bodies held in Bonn during the reporting period. The balance, together with any further voluntary contributions to this trust fund, will be used to cover the participation of representatives of eligible Parties in the additional session of the subsidiary bodies, COP 24, CMP 14 and CMA 1.3. Voluntary contributions received in the biennium 2016–2017 amounted to USD 0.1 million as at 30 June 2016 compared with USD 2.6 million in the reporting period. Additional contributions will be required to fund the participation of representatives of eligible Parties in 2018. Parties eligible for funding that are in a position to do so have the opportunity to voluntarily refrain from seeking financial support from the Trust Fund for Participation in the UNFCCC Process, which would allow available funds to be allocated to the Parties in most need of support.

Table 5
Status of the Trust Fund for Participation in the UNFCCC Process as at 30 June 2018
(United States dollars)

Income	
Carry-over from 2016–2017	1 161 740

Voluntary contributions received in 2018–2019	2 590 783
Interest	30 007
Miscellaneous income and transfers[a]	816 625
Total income	**4 599 155**
Expenditure	
Expenditure	1 422 133
Programme support costs	153 752
Total expenditure	**1 575 884**
Total	**3 023 271**
Less: operating reserve	–
Balance	**3 023 271**

[a] Includes gains on exchange rate fluctuations and transfers from other UNFCCC trust funds.

C. Trust Fund for Supplementary Activities

32. Several mandated activities continue to be funded from the Trust Fund for Supplementary Activities through voluntary contributions made by Parties and non-Party contributors, enabling the secretariat to implement the work programme for this biennium more effectively.

33. Table 6 shows the income and expenditure under the Trust Fund for Supplementary Activities as at 30 June 2018.

34. Voluntary contributions amounting to USD 12.2 million were received during the reporting period. Total income, including 2018 contributions, carry-over from the biennium 2016–2017, interest and miscellaneous income, amounted to USD 37.4 million as at 30 June 2018. Carry-over from 2016–2017 and voluntary contributions received in 2018–2019 are used to fund projects in the current biennium. Any carry-over from 2018–2019 would be used to fund new or ongoing projects in 2020–2021 and beyond.

35. Expenditure under the Trust Fund for Supplementary Activities amounted to USD 8.7 million as at 30 June 2018. The unspent balance of USD 28.7 million, together with any further voluntary contributions received, will be used to finance ongoing projects and events (see annex II), including projects in many different areas of work under the Convention, the Kyoto Protocol and the Paris Agreement, such as adaptation, climate finance, reporting, supporting negotiations and technology. Not all income available under the Trust Fund for Supplementary Activities is allocated to projects: income received as multi-year contributions is held unallocated at the request of the contributing Parties for future allocation.

Table 6

Status of the Trust Fund for Supplementary Activities as at 30 June 2018

(United States dollars)

Income	
Carry-over from 2016–2017	24 984 869
Voluntary contributions received in 2018–2019	12 150 106
Interest	351 645
Miscellaneous income and transfers[a]	(60 376)
Total income	**37 426 245**
Expenditure	
Expenditure	7 800 069

Programme support costs	900 087
Total expenditure	**8 700 155**
Total	**28 726 089**
Less: operating reserve	903 219
Balance	**27 822 871**

[a] Includes gains and losses on exchange rate fluctuations and transfers to other UNFCCC trust funds.

D. Trust Fund for the Clean Development Mechanism

36. Table 7 highlights the income and expenditure under the Trust Fund for the Clean Development Mechanism as at 30 June 2018. The income for the biennium 2018–2019 amounted to USD 145.6 million and consisted mainly of funds carried over from the previous biennium of USD 139.9 million and CDM fees received for the first six months of this biennium of USD 4.3 million.

37. Expenditure as at 30 June 2018 amounted to USD 9.6 million, leaving an unspent balance of USD 136.1 million, or USD 91.1 million after accounting for the operating reserve of USD 45 million.

Table 7
Status of the Trust Fund for the Clean Development Mechanism as at 30 June 2018
(United States dollars)

Income	
Carry-over from 2016–2017[a]	139 852 208
Clean development mechanism fees	4 309 939
Interest	1 650 417
Miscellaneous income and transfers[b]	(192 035)
Total income	**145 620 530**
Expenditure	
Expenditure	8 459 774
Programme support costs	1 099 666
Total expenditure	**9 559 440**
Total	**136 061 090**
Less: operating reserve	45 000 000
Balance	**91 061 090**

[a] Carry-over balance includes operating reserve.
[b] Includes transfer of funds.

E. Trust Fund for the International Transaction Log

38. Table 8 shows the income to the Trust Fund for the International Transaction Log as at 30 June 2018, amounting to EUR 1.1 million.

Table 8
Income to the Trust Fund for the International Transaction Log as at 30 June 2018
(Euros)

Income	
International transaction log fees received for 2018–2019	1 128 523

Total income	**1 128 523**

39. Table 9 shows the approved budget for 2018 by object of expenditure as well as the expenditure under the Trust Fund for the International Transactional Log as at 30 June 2018.

Table 9
Approved 2018 budget and expenditure under the Trust Fund for the International Transaction Log by object of expenditure as at 30 June 2018
(Euros)

Object of expenditure	*Budget*	*Expenditure*
Staff costs	807 130	353 988
Contract services	1 337 943	579 198
Other operating costs	145 500	92 246
Equipment, vehicles and furniture	–	9 816
Travel	15 000	393
Total[a]	**2 305 573**	**1 035 641**

[a] Excludes programme support costs and adjustment to the working capital reserve.

F. Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)

40. As part of its offer to host the secretariat in Bonn, the Government of Germany makes a special annual contribution to the secretariat of EUR 1.8 million. As at 30 June 2018, the contribution for 2018 had been received in full to the Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund). A total of EUR 1.4 million was spent to cover the cost of arrangements for the May sessions of the subsidiary bodies held in Bonn.

41. Table 10 shows the income and expenditure under the Bonn Fund in 2018 as at 30 June 2018.

Table 10
Status of the Bonn Fund as at 30 June 2018
(Euros)

	2018
Income	
Contributions	1 789 522
Miscellaneous income[a]	15 845
Total income	**1 805 367**
Expenditure	
Conference support	1 247 359
Programme support costs	163 107
Total expenditure	**1 410 466**
Total	**394 901**
Less: operating reserve	259 200
Balance	**135 701**

[a] Where applicable, the exchange rate used (USD 1 = EUR 0.864) is the official United Nations exchange rate as at 30 June 2018.

G. Programme support costs

42. In accordance with the financial procedures of the United Nations, a 13 per cent overhead is charged on the actual expenditure of the funds managed by the UNFCCC. The resulting income is used to cover the cost of administrative services needed to manage the secretariat and its programmes. Most of those services are provided within the secretariat by the Administrative Services (AS) programme. Some specific services, such as audit, payroll, investment, treasury and services related to the administration of justice, are provided by the United Nations Office at Geneva and the United Nations Headquarters in New York on a reimbursable basis.

43. Table 11 shows the status of programme support costs, which as at June 2018 amounted to USD 4.4 million. During the reporting period USD 4.98 million was spent to cover staff and non-staff costs of the secretariat and charges for services rendered by the United Nations Office at Geneva and the United Nations Headquarters in New York. The negative balance for programme support costs amounts to USD 605,861, which was covered by savings from the previous biennium.

Table 11
Status of the special account for programme support costs as at 30 June 2018
(United States dollars)

	2018–2019
Income	
Programme support cost income	4 372 441
Miscellaneous income	3 074
Total income	**4 375 515**
Expenditure	
Staff costs	3 656 326
Non-staff costs	1 084 321
Services rendered by the United Nations	240 729
Total expenditure	**4 981 376**
Balance	**(605 861)**

IV. Programme delivery

A. Executive Direction and Management

44. The EDM programme provides strategic guidance to and oversight of secretariat activities on the basis of the priorities of the 2018–2019 programme budget. It ensures overall coherence of the secretariat's work and maintains strategic cooperation and partnerships with other organizations, including within the United Nations system, and key stakeholders in the climate change process.

45. In January 2018, EDM put in place a dedicated integrated team to support the work of the COP, the CMP, the CMA, the subsidiary bodies and the APA, inter alia, to ensure enhanced coordination and secretariat support for Parties to complete the PAWP by the time of COP 24, as in decision 1/CP.23.

46. In the reporting period EDM oversaw the provision of enhanced support to the COP 23 Presidency for planning and executing the Talanoa Dialogue, which included developing a platform for engaging all actors in the process. During the first part of the forty-eighth sessions of the subsidiary bodies, Parties and non-Party stakeholders convened to take stock of collective efforts in progressing towards the achievement of the long-term goal of the Paris Agreement and to inform the preparation of NDCs.

male staff at the Professional and higher levels was 60.8 per cent, which remains relatively unchanged since 30 June 2016, when 39 per cent of staff at the Professional and higher levels were female and 61 per cent were male.

Table 4
Distribution of staff members by gender

Grade	*Male*	*Female*
USG		1
ASG	1	
D-2	2	
D-1	6	3
P-5	9	8
P-4	33	17
P-3	51	34
P-2	33	24
Subtotal	**135**	**87**
Percentage of P and above	60.8	39.2
GS	34	104.5
Total	**169**	**191.5**
Percentage of total	46.9	53.1

Note: Does not include data on staff recruited under temporary assistance contracts.
Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional, USG = Under-Secretary-General.

Annex II

Projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2018–2019

[English only]

Income and expenditure for projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2018–2019 as at 30 June 2018
(United States dollars)

Project	*Opening balance*	*Income*	*Expenditure*	*Balance*
Adaptation				
Strengthening the science–policy interface	61 671	141	12 539	49 273
Supporting national adaptation plans	1 097 926	(247 891)	571 389	278 647
Assessing progress towards achieving the long-term goals of the Paris Agreement	98 505	41 291	89 444	50 351
Promoting transparency and assessment of adaptation action, stakeholder engagement and outreach	113 749	34 713	57 048	91 414
Addressing loss and damage associated with climate change impacts	48 130	164 581	112 043	100 668
Facilitating coherent adaptation action through the Adaptation Committee and the Nairobi work programme	15 804	507 632	201 104	322 332
Administrative Services				
Unallocated, unearmarked and miscellaneous[a]	2 707 609	412 539	527	3 119 621
Establishing the UNFCCC history corner	5 558	–	(18)	5 576
Conference Affairs Services				
Developing a handbook and documentary on conference management	1 238	–	–	1 238
Supporting stakeholder engagement in the UNFCCC process	148 375	(10 826)	16 887	120 662
Further developing the electronic official documents system	34 180	(885)	–	33 295
Servicing the sessions of the Ad Hoc Working Group on the Durban Platform for Enhanced Action	841 117	–	(3 155)	844 272
Servicing the sessions of the Subsidiary Body for Implementation and the Subsidiary Body for Scientific and Technological Advice	347 131	2 976 877	2 001 213	1 322 795
Servicing the sessions of the Conferences of the Parties	1 448 064	6 153	150 229	1 303 989
Communications and Outreach				
Hosting the Global Youth Video Competition	16 827	41 623	(324)	58 775
Momentum for Change	37 644	350 067	200 645	187 066
Developing country media training workshops	270	(20)	(2 369)	2 619

47. In preparation for COP 24 the Executive Secretary and the Deputy Executive Secretary intensified their outreach to Parties and other stakeholders with a view to broadening understanding of what is required by Parties to finalize the PAWP and to encourage non-Party stakeholders to contribute to the implementation of the Paris Agreement through the Marrakech Partnership for Global Climate Action.

48. Following the decision of the President of COP 23, in consultation with the Bureau, to hold an additional negotiating session for all three subsidiary bodies to facilitate the timely completion of the PAWP, EDM made special efforts to ensure that sufficient funding was in place to hold the session in Bangkok in September 2018 and to enable the participation of delegates from eligible countries, and commenced preparations in the reporting period.

49. EDM has strengthened its collaboration within the United Nations system by actively participating in the Secretary-General's Climate Principals and Climate Core Groups, the Chief Executives Board for Coordination and the Senior Management Group, which has allowed the secretariat to contribute to United Nations system efforts related to climate change in the context of the Sustainable Development Goals (SDGs). EDM has provided assistance to the Secretary-General and Deputy Secretary-General in their outreach activities in support of a successful outcome at COP 24, and participated in the early planning of the Secretary-General's Climate Summit to take place in September 2019.

50. In terms of organizational development, EDM launched a secretariat-wide review of its structure and operations with a view to determining adjustments needed to strengthen the organization in the light of the support required by Parties under the Paris Agreement.

51. In addition, EDM constituted a resource mobilization and partnership function under the guidance of the Deputy Executive Secretary in order to support, coordinate, harmonize and enhance the secretariat's fundraising.

52. Lastly, the secretariat has engaged with United Nations entities and other stakeholders to raise awareness and deliver capacity-building and training to support Parties in integrating gender considerations into their national climate policies and plans through workshops, dialogues and the launch of an open-source online training course. Capacity-building for secretariat staff to effectively integrate gender considerations into their work has commenced through the preparation and delivery of a technical paper and dialogue on this issue with the chairs of constituted bodies during SBI 48.1.

B. Mitigation, Data and Analysis

53. In the reporting period the Mitigation, Data and Analysis (MDA) programme supported the negotiations on the guidelines for implementing the Paris Agreement under the APA on NDCs and the transparency framework; response measures under the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the SBI; NCs; agriculture; land use, land-use change and forestry; and bunker fuels. It assisted countries with NDC-related issues, including in relation to NDC updates and partnership, and long-term low-emission development strategies. It cooperated with the United Nations Development Programme and other organizations to organize two regional NDC dialogues and with the Secretary-General's Climate Change Support Team to prepare a report on South–South cooperation.

54. MDA supported work on response measures through workshops on the use of economic modelling tools and the positive and negative impacts of the implementation of response measures in Bahrain. It contributed to the International Labour Organization workshop on promoting a just transition to low-carbon and climate-resilient development, and prepared a technical paper on mitigation co-benefits of adaptation actions and economic diversification.

55. MDA continued to support the implementation of the measurement, reporting and verification process. It coordinated the technical reviews of 23 BRs and NCs, the technical analyses of six BURs and the technical assessments of 12 REDD-plus forest reference emission levels or forest reference levels, completed the 2017 cycle of GHG inventory reviews (for 22 Parties included in Annex I to the Convention) and started planning for the

2018 review cycle. It organized meetings of lead reviewers of GHG inventories and NCs/BRs and updated the review and technical analysis tools and training materials for review experts.

56. MDA published the status report and the aggregate GHG information report, delivered, with the ICT programme, a new version of the common reporting format Reporter software and updated the GHG data interface. It also managed the receipt, processing, archiving and publication of submissions from Parties on related issues.

57. MDA supported the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention by servicing one of its meetings, updating its training materials, preparing for four regional hands-on training workshops, organizing four webinars and maintaining the e-Network and e-learning programme.

58. MDA and partners organized two regional training workshops on building sustainable national GHG inventory management systems and using the Intergovernmental Panel on Climate Change (IPCC) *2006 IPCC Guidelines for National Greenhouse Gas Inventories*, and two workshops on the quality assurance of national GHG inventories for Parties not included in Annex I (non-Annex I Parties) to the Convention. In collaboration with the Greenhouse Gas Inventory and Research Centre of Korea, MDA organized a four-week training programme on GHG inventories for 30 developing country experts. MDA provided a training courses with examinations for experts conducting technical analysis of BURs submitted by non-Annex I Parties and for the experts conducting technical reviews of NCs and BRs submitted by Annex I Parties as well as reviews under Article 8 of the Kyoto Protocol, and a refresher seminar for experienced GHG inventory reviewers. MDA also developed new material on the activities carried out under Article 3, paragraphs 3 and 4, of the Kyoto Protocol to support the lead reviewers of GHG inventory reviews. It further organized a meeting within the framework of the technical examination process on mitigation on policy options, technological innovations and best practices in relation to waste-to-energy and the circular economy.

59. MDA continued to lead the work on sectoral mitigation that involves bunker fuels, agriculture, reducing emissions from deforestation and forest degradation in developing countries, and land use, land-use change and forestry with the engagement of the International Civil Aviation Organization, International Maritime Organization and the Food and Agriculture Organization of the United Nations. It led the preparation of a policy brief on interlinkages between energy and climate change in support of the first Sustainable Development Goal 7 review at the United Nations High-level Political Forum 2018. MDA supported the IPCC task force in its work on the methodological aspects of GHG inventories and the SBI and the SBSTA on the Koronivia joint work on agriculture.

C. Finance, Technology and Capacity-building

60. The Finance, Technology and Capacity-building programme facilitates the provision of support to developing country Parties, providing them with the means to enhance mitigation action and increase their resilience to climate change. With regard to climate finance, in the reporting period the programme:

(a) Supported the Standing Committee on Finance, which included the development of its 2018 workplan, the organization of one meeting, the preparations for its 2018 forum on climate finance architecture, and the preparation of the draft 2018 biennial assessment and overview of climate finance flows;

(b) Organized the in-session workshop on long-term climate finance held during the first part of the forty-eighth sessions of the subsidiary bodies on topics relating to climate finance needs, policies and enabling environments for climate finance, and enhanced access to resources;

(c) Collaborated with the operating entities of the Financial Mechanism and reached out to United Nations agencies and bilateral, regional and other multilateral channels to assist developing country Parties in assessing their needs and priorities;

(d) Provided technical and substantive support on issues such as the Adaptation Fund and transparency of support as provided for in Article 9, paragraph 5 and 7, and Article 13 of the Paris Agreement.

61. On technology, the programme supported the work of the Technology Executive Committee by organizing one meeting and facilitating the implementation of its workplan, including:

(a) Organizing a thematic dialogue on climate technology incubators and accelerators in collaboration with the Climate Technology Centre and Network (CTCN) and the Green Climate Fund;

(b) Organizing a regional technical expert meeting on efficiency in industry in collaboration with the CTCN and a workshop on technology needs assessment in collaboration with the UNEP DTU Partnership[3];

(c) Collaborating with the United Nations Environment Programme as the host of the CTCN by actively participating in the meetings of the CTCN Advisory Board and the regional forums for national designated entities;

(d) Updating and maintaining the technology information clearing house TT:CLEAR;

(e) Facilitating the active engagement of observer organizations in its work.

62. Furthermore, support was provided for implementing tasks arising from decision 1/CP.21 and the Paris Agreement, including:

(a) Supporting the work of the SBSTA on elaborating the technology framework established under Article 10 of the Paris Agreement;

(b) Supporting the work of the SBI on elaborating the scope of and modalities for the periodic assessment of the Technology Mechanism in supporting the implementation of the Paris Agreement.

63. With regard to capacity-building, the programme supported the intergovernmental negotiations on issues related to capacity-building under the SBI in May 2018, including by:

(a) Organizing the 7th Durban Forum on capacity-building;

(b) Providing substantive and procedural support to the negotiations on capacity-building under the Convention and under the Kyoto Protocol.

64. Support was also provided for implementing the rolling workplan of the Paris Committee on Capacity-building by:

(a) Organizing one of its meetings;

(b) Supporting its intersessional work, including providing substantive and administrative support to its four task-based working groups;

(c) Continuing to update and maintain the capacity-building portal.

D. Adaptation

65. The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience, and in improving the scientific basis for international climate policy and action, including the intergovernmental work and negotiations on those matters. In the reporting period the programme facilitated:

(a) The implementation of the Cancun Adaptation Framework by supporting:

[3] The partnership, formerly known as the UNEP Risoe Centre, operates under a tripartite agreement between Denmark's Ministry of Foreign Affairs, the Technical University of Denmark (DTU), and the United Nations Environment Programme (UNEP).

(i) The work of the Adaptation Committee;[4]

(ii) The work related to approaches to addressing loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change, including supporting the work under the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts;[5]

(iii) The formulation and implementation of national adaptation plans;[6]

(b) The work of the LEG;[7]

(c) The implementation of activities under the Nairobi work programme on impacts, vulnerability and adaptation to climate change, including by engaging and collaborating with Nairobi work programme partner organizations, global and regional centres and networks, and constituted bodies;[8]

(d) The flow of information on climate research, the enhancement of observations to support preparedness and adaptation, and cooperation with the IPCC.

66. In addition, the Adaptation programme supported implementation in response to adaptation-related requests stemming from decision 1/CP.21 and the Paris Agreement, including:

(a) Supporting the work of the APA on developing modalities and procedures for adaptation communications, as well as adaptation aspects of the transparency framework and global stocktake under the Paris Agreement;

(b) Supporting the work of the APA on identifying the sources of input for and developing the modalities of the global stocktake;

(c) Undertaking adaptation-related tasks in the context of NDCs, including monitoring national-level climate action communicated by countries in their NDCs and other documents;

(d) Supporting the technical examination process on adaptation, including the technical expert meetings;[9]

(e) Supporting the Executive Committee of the Warsaw International Mechanism in establishing the Fiji Clearing House for Risk Transfer, which serves as a repository for information on insurance and risk transfer, in order to facilitate the efforts of Parties to develop and implement comprehensive risk management strategies;[10]

(f) Facilitating the establishment of the task force on displacement.[11]

(g) Leading cross-cutting secretariat work on the synergy and integration of climate action with the implementation of the 2030 Agenda for Sustainable Development and the SDGs, including coordinating the secretariat's input to the SDG process, along with other United Nations agencies, in its role as custodian agency for climate indicators;

(h) Engaging stakeholders in and organizing communications and outreach for the effective implementation of all adaptation-related mandates.

[4] See https://unfccc.int/process/bodies/constituted-bodies/adaptation-committee-ac.
[5] See http://unfccc.int/6056.
[6] See http://unfccc.int/6057.
[7] See http://unfccc.int/4727.
[8] See https://www3.unfccc.int/pls/apex/f?p=333:1:3215587481745340.
[9] See http://tep-a.org/.
[10] See http://unfccc-clearinghouse.org/.
[11] See https://unfccc.int/wim-excom/sub-groups/TFD.

E. Sustainable Development Mechanisms

67. In the reporting period the Sustainable Development Mechanisms programme successfully organized and supported the work of two meetings of the CDM Executive Board and four meetings of its panels and working groups.

68. The programme supported the CDM Executive Board in its work related to:

(a) Registering 15 projects and programmes of activities (PoAs) (which includes the processing of 40 component project activities) and processing 156 requests for issuance;

(b) Processing 1,596 forwarding and cancellation transactions for CERs;

(c) Issuing 40,311,268 CERs;

(d) Approving new methodologies, including one for projects that encourage a shift to using lightweight two- and three-wheeled personal transportation;

(e) Revising the CDM accreditation standard and procedure;

(f) Considering changes to the regulatory requirements for post-registration changes taking into account the increase in project size and changes to technologies and measures;

(g) Considering changes to the processes for renewing the crediting and PoA periods;

(h) Considering changes to the process and regulatory requirements for the development, revision and update of standardized baselines;

(i) Making progress on an enhanced regulatory workflow for PoAs.

69. The programme supported the CDM Executive Board in its efforts to leverage the benefits of the CDM through the five regional collaboration centres in Africa, Asia and Latin America and the Caribbean, which work closely with designated national authorities. This included helping to move projects along the CDM regulatory process, through capacity-building and provision of technical expertise, and supporting countries in preparing standardized baselines.

70. With respect to efforts to enhance the use of the CDM and its CERs, a total of 807 voluntary cancellation transactions had been performed for a total of 5.88 million CERs as at 30 June 2018, compared with 568 voluntary cancellations for 4.93 million CERs in the same reporting period in 2017. Cancellations transacted through the voluntary cancellation platform reached 73,482 CERs during the first six months of 2018, compared with 65,668 CERs in the same six-month period in 2017 (12 per cent increase).

71. The programme progressed with its efforts to serve and enhance the functioning of the constituencies that implement, support and use the CDM, as well as to contribute to the broader scaling up of resources for climate action, including leading:

(a) The organization of the work of the Nairobi Framework Partnership,[12] most notably the holding of regional climate weeks and forums;

(b) The organization of round tables with organizations and potential financiers to catalyse innovative ways to incentivize investment in climate projects and programmes;

(c) The Climate Neutral Now initiative for voluntarily reducing emissions on the basis of the principle of measuring, reducing and offsetting the balance.

72. The programme supported the Joint Implementation Supervisory Committee (JISC) and organized one virtual meeting of the JISC, making the JISC the first UNFCCC constituted body to hold a virtual meeting. During the reporting period the JISC reviewed the reliance on the CDM accreditation system and agreed to continue allowing designated operational entities (DOEs) accredited under the CDM to act voluntarily as accredited independent entities (AIEs) to perform joint implementation (JI) determinations and

[12] https://nfpartnership.org/.

verifications. As at 30 June 2018, 11 DOEs had submitted self-declarations expressing their interest in acting voluntarily as AIEs, but no JI project determinations or verifications under JI Track 2 had been submitted by a DOE acting voluntarily as an AIE under JI, and no determination or verification cases had been submitted for processing under JI Track 2.

73. The programme continues to take the lead in supporting the international negotiations under Article 6 of the Paris Agreement as well as in supporting the high-level climate champions while engaging with Parties and non-Party stakeholders in the context of the Marrakech Partnership for Global Climate Action. During the reporting period the programme commenced work on upgrading the Non-State Actor Zone for Climate Action platform, which is expected to relaunch in September 2018.

F. Legal Affairs

74. In the reporting period the Legal Affairs (LA) programme provided timely and authoritative legal and procedural advice and support on treaty actions, on matters relating to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and on the administration, management and operations of the secretariat and the UNFCCC process. Up-to-date information on the status of ratification of the Paris Agreement and the Doha Amendment was also made available. Legal advice and support was provided to the Executive Secretary, the Presidency of the COP, the CMP and the CMA, the chairs and co-chairs of the subsidiary and constituted bodies, Parties and the secretariat programmes.

75. LA provided legal advice and support on procedural and substantive aspects of the work of the governing, subsidiary and constituted bodies, in addition to leading the secretariat support for the consideration of three PAWP-related agenda items. Legal and procedural advice was provided on all substantive agenda items, including mandate analysis, legal drafting support, interpretation of texts and legal review of documents as needed throughout the reporting period. LA also undertook the legal review of all draft agendas and speaking notes for plenary meetings of all six governing and subsidiary bodies, and provided advice on procedural aspects during the sessions of the subsidiary bodies and meetings of constituted bodies. This contributed, among other things, to the success of the sessions of the subsidiary bodies in May 2018, including the agreement reached under the SBI on the draft CMA decision under the PAWP on Action for Climate Empowerment.

76. LA provided strategic legal and procedural advice on the forward planning of the negotiating sessions, including the additional negotiating session of all three subsidiary bodies. The support provided included legal and procedural advice in relation to the negotiation process and texts, internal decisions and engagement with the COP Presidencies, presiding officers, Parties and the United Nations system.

77. Advice, support and information were provided to Parties and to chairs and coordinators of regional groups and constituencies on the UNFCCC electoral process and the nominations to be submitted for elections. Further, LA provided legal support and advice on the implementation of reporting and review requirements under the Convention and its Kyoto Protocol. LA provided technical, administrative and logistical support to the Compliance Committee of the Kyoto Protocol, including in relation to the consideration of a question of implementation, one meeting of the enforcement branch and the analysis of 16 review reports undertaken by the facilitative branch in the reporting period. Legal support was provided for meetings of all other constituted bodies, including those of the CDM Executive Board and the JISC. The JISC meeting was the first virtual meeting of a UNFCCC constituted body; legal advice was also provided on conducting the virtual meeting.

78. LA provided legal advice and support relating to the administration and operations of the secretariat and ensured compliance with United Nations regulations, rules and policies, and relevant decisions of the COP and the CMP, to safeguard the legal interests of the secretariat. In particular, LA supported the negotiation and conclusion of legal instruments for the organization of UNFCCC meetings and workshops away from secretariat headquarters, including conducting ongoing negotiations on the Host Country Agreement for COP 24 with the Government of Poland, and with the Government of Thailand for the additional negotiating session in September 2018. LA advised, supported, negotiated,

finalized and facilitated the conclusion of a great number of legal agreements and instruments, such as partnership arrangements with non-Party stakeholders, commercial and procurement contracts with vendors, including complex IT-related agreements, contribution agreements with donors and agreements to receive gratis personnel.

G. Conference Affairs Services

79. The Conference Affairs Services (CAS) programme provides a full range of conference-related facilities and services expected by Parties.

80. In the reporting period CAS facilitated the organization of 30 meetings and workshops of constituted bodies, technical experts and regional groups in Bonn and elsewhere. CAS organized one session of the subsidiary bodies in Bonn, supporting a total of 1,306 in-session meetings. CAS facilitated and organized 60 pre-sessional meetings of the negotiating groups with the Chairs of the subsidiary bodies, one briefing meeting with the European Union Presidency and one briefing to the Chair of the Group of 77 and China.

81. CAS received and processed, in a timely manner, 67 requests for visa assistance for the participation of delegates in the above-mentioned session, meetings and workshops, and received and processed 204 requests for financial support for representatives of eligible Parties.

82. CAS provided substantive support to the negotiations on observer engagement under the SBI agenda item on arrangements for intergovernmental meetings, including the preparation of a summary report on the enhancement of non-Party stakeholder engagement, in May 2018. CAS also provided substantive and logistical support to the sitting and incoming Presidencies on non-Party stakeholder engagement. Regarding admissions, CAS assessed 300 applications for observer status and facilitated opportunities for more than 45 interventions and more than 15 non-Party stakeholder submissions. CAS received and processed over 190 applications for side events, leading to 88 side events being held. CAS received and processed over 50 applications for exhibits, leading to 28 individual and joint exhibits by Parties and observers.

83. At the Climate Action Studio more than 35 interviews were conducted and the videos published online. CAS liaised, using modern and efficient technical tools, with various stakeholders on different ways to engage in the UNFCCC process in an effective manner. To enhance inclusiveness, transparency and operational efficiency, CAS implemented several innovative projects: live broadcasting, remote participation and on-demand video for all side events; an online collaboration and submission platform (used to facilitate communication between Parties and non-Party stakeholders); and video and data visualization tools. In addition, the observer web pages were recreated in line with the launch of the new UNFCCC website, enhancing access to information for all stakeholders.

84. CAS edited and processed a total of 140 official and 58 unofficial documents in the reporting period. As at 30 June 2018, 100 per cent of pre-session documents submitted to CAS in accordance with United Nations deadlines were made available to Parties, observers and other stakeholders on time (87 per cent of all pre-session documents for translation were submitted for publication by the deadline). Work on the next generation of the electronic official documents system has started in collaboration with the ICT programme. Improvements to the process of publishing documents on the UNFCCC website were implemented in collaboration with the CO and AS programmes.

85. Measures to reduce paper use, such as providing the Daily Programme in electronic format only and a print-on-demand approach, led to a 45 per cent decrease in total paper usage for official documents at SBSTA 48.1, SBI 48.1 and APA 1.4 in comparison with the previous May sessions, continuing the trend from past sessions.

86. During the reporting period, preparations for SBSTA 48.2, SBI 48.2, APA 1.6, COP 24, CMP 14 and CMA 1.3 were well under way.

H. Communications and Outreach

87. The CO programme manages external communications, online public information and media relations and services, including internal knowledge management services.

88. These functions are carried out to support the processes under the Convention, the Kyoto Protocol and the Paris Agreement, as well as the implementation of COP decisions, in order to make as large an impact as possible by promoting positive action and policy to address climate change.

89. The CO programme runs the UNFCCC website, the UNFCCC Newsroom and the UNFCCC social media channels to showcase successes under the Convention, the Kyoto Protocol and the Paris Agreement and the global wave of climate action by governments, business and civil society. In the reporting period 4.4 million web pages were viewed by 3.5 million users. The secretariat launched in April 2018 the full new UNFCCC website, which had attracted 2.5 million page views by the end of June 2018. The social media channels are continuing to grow, with Facebook reaching 460,000, Twitter 490,000 and Instagram 90,000 followers.

90. The programme continued its implementation of the Momentum for Change initiative to recognize positive climate solutions. In the reporting period the secretariat received 569 applications from cities, businesses, organizations and governments around the world for the 2018 Momentum for Change award, the highest number of applications yet. Applications were received in relation to the initiative's four focus areas: "Planetary Health", "Climate Neutral Now", "Women for Results" and "Financing for Climate Friendly Investment".

91. The programme supported the negotiations related to Article 6 of the Convention (Action for Climate Empowerment) during SBI 48. In addition, one workshop and an in-session dialogue were organized in the reporting period.

92. The Knowledge Management team (KM) in CO provides internal communication and collaboration services to the secretariat, including via its intranet services. During the reporting period 41 new collaboration spaces were launched and more than 150 internal news articles were published on the intranet to facilitate improved collaboration and knowledge-sharing.

93. KM provides records advisory services to the secretariat, facilitates the transfer of inactive records from offices and manages the inactive records centre, which includes the audiovisual archives of UNFCCC negotiation processes. During the reporting period 656 record retrieval requests were fulfilled, for both internal staff and external clients. KM launched the permanent UNFCCC history exhibition and facilitated over 10 guided tours of more than 60 internal staff, delegates and visitors.

94. The enterprise taxonomy continues to be updated with concepts from the Paris Agreement and in secretariat systems such as the intranet, the collaboration platform and, most recently, the relaunched UNFCCC website to support information retrieval and access to knowledge. Efforts are being made towards integrating the taxonomy into the website search to provide external website users and staff with improved access to information. Additionally, other United Nations agencies are being invited to incorporate the enterprise taxonomy in their working practices to increase interoperability across United Nations domains and to establish the secretariat as an authority on climate change vocabulary.

I. Information and Communication Technology

95. The ICT programme provides ICT infrastructure and support services and specialized information systems to support the secretariat in fulfilling its mandate. The programme ensures that work mandated by Parties is enabled by implementing and operating reliable and secure ICT infrastructure and specialized applications. The programme also operates the underlying infrastructure to ensure that the UNFCCC website and various extranets are continuously available and that Parties have easy access to official documentation, information, data and submission portals, proceedings and details of events.

96. In addition to its regular work in relation to operations and systems delivery, in the reporting period ICT made significant progress in terms of client satisfaction with its service delivery, which was demonstrated through the UNFCCC staff survey conducted in January–February 2018 by positive results in the area of staff satisfaction.

97. As part of its goal to bring innovative solutions to the secretariat and Parties, the ICT programme is executing the following major projects with the objectives of laying out the infrastructure and technology platforms for future systems delivery and optimizing costs:

(a) A data centre consolidation project to leverage cloud technologies where possible;

(b) A virtual meeting participation initiative;

(c) A new ICT security framework to strengthen ICT security within the secretariat;

(d) A new customer relationship management platform to manage stakeholders and stakeholder interactions.

98. During the reporting period one session of the subsidiary bodies and workshops were supported by the ICT programme. Participants were provided with a highly reliable and secure IT infrastructure including Wi-Fi with no service interruptions or complaints from participants.

99. The programme maintained a dependable and secure IT network infrastructure and services that enabled the secretariat to meet the requirements of the intergovernmental process. The service-level agreement targets were met and exceeded in the reporting period.

100. The ICT programme provided services and support related to more than 153 different applications of the secretariat. ICT development staff contributed to various enhancements and projects resulting in new or updated capabilities for the secretariat and its stakeholders.

J. Administrative Services

101. The overall functions of the AS programme are:

(a) Provision of central services for the management of the human and financial resources of the secretariat;

(b) Development of financial and administrative policies and guidelines;

(c) Procurement;

(d) Premises and property management;

(e) Arrangement of staff and delegate travel.

102. During the reporting period AS continued to support the secretariat's strategic vision and managerial decision-making by providing data and services relating to talent acquisition, staff administration and organizational development. To facilitate staff access to relevant policies and procedures, the human resources intranet was relaunched to provides up-to-date and user-friendly information. The review of human resources policies to align them with the United Nations Secretariat policies and procedures is ongoing.

103. Maintaining the organization's financial records in accordance with the International Public Sector Accounting Standards, the programme processed around 5,400 financial transactions, which included payments of 3,700 invoice documents and processing approximately 350 incoming payments. It continued coordinating the management of voluntary contributions, including fundraising activities and reporting to contributors. The Board of Auditors issued an unqualified audit opinion of the secretariat's 2017 International Public Sector Accounting Standards compliant financial statements.

104. Managing the organization's 10 trust funds and special accounts in Umoja, the programme prepared several official documents during the period: one report on the status of contributions, three mandated documents on various budgetary matters and one set of

financial statements. During the audit, the programme provided all requested documentation and supporting documents to the full satisfaction of the audit team. It also provided support to SBI 48 for its consideration of several complex budgetary matters.

105. During the reporting period the programme arranged the disbursement of financial support to eligible participants in the negotiation process and other meetings, which resulted in 476 support payments being made for participation in the sessions of the subsidiary bodies and other major meetings.

106. AS made travel arrangements for 930 nominated participants in the sessions of the SBI, the SBSTA and the APA, as well as 61 other official UNFCCC events. Of those travel arrangements, 871, or 94 per cent, resulted in meeting attendance. Cases of non-attendance were due to conflicting business or personal commitments, health issues, visa problems or missed flights. A total of 592 travel arrangements were made for secretariat and United Nations staff, other personnel and related individuals, for both official missions and contractual travel.

107. The programme's procurement of goods and services was carried out in a competitive, cost-effective manner. The programme managed 348 procurement cases totalling USD 8.4 million, of which about half were under long-term agreements and a quarter took place through cooperative procurement with United Nations system entities. Twenty-six tenders were conducted. An average of 12 offers were received in response to each new tender, with the selected bids being an average of 38 per cent less expensive than the highest bids received. About 97 per cent of all procurement cases were processed within the established time frames, but only 75 per cent of the tenders.

V. Additional information

108. Information on the secretariat's human resources is contained in annex I. Annex II contains information on income and expenditure for activities funded under the Trust Fund for Supplementary Activities. Document FCCC/SBI/2018/16/Add.1 contains performance data on all objectives of the secretariat's programmes as presented in the revised work programme of the secretariat for the biennium 2018–2019 in document FCCC/SBI/2017/INF.13. Document FCCC/SBI/2018/16/Add.2 is based on table 53 of the revised work programme for the biennium 2018–2019 contained in document FCCC/SBI/2017/INF.13 and provides information on programme activities and outputs planned for the biennium compared with actual activities undertaken and outputs delivered in the reporting period.

Annex I

Human resources: staff

[English only]

1. Table 1 shows the number of approved posts and filled posts by grade and source of funding. As at 30 June 2018, of the 433.5 approved posts, 355.9 had been filled. Of those, three were 50 per cent posts (half-time posts) and eight were 80 per cent posts, thus increasing the actual number of staff to 365. In addition, 17 Professional and 15 General Service level staff members had been hired under temporary assistance contracts, bringing the total number of staff at the secretariat to 397.

2. As at 30 June 2018, the total number of vacant posts was 77.6. The most significant number of unfilled posts was under the Trust Fund for Supplementary Activities with 19.4 vacant posts, followed by programme support (overhead) with 18.2 vacant posts and the Trust Fund for the Clean Development Mechanism with 11 vacant posts. For comparison, as at 30 June 2016 the total number of vacant posts was 54.6, including 9.2 under the Trust Fund for Supplementary Activities, 6.7 under programme support and 2.5 under the Trust Fund for the Clean Development Mechanism.

Table 1

Approved established posts and filled posts by source of funding as at 30 June 2018

	USG	*ASG*	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2*	*P-1*	*Subtotal*	*GS*	***Total***
Trust Fund for the Core Budget												
Approved	1	1	2	7	15	35	43	16		120	53.5	**173.5**
Filled[a]	1	1	2	7	11	28	36.8	16		102.8	46.7	**149.5**
Trust Fund for Supplementary Activities												
Approved					2	3	13	12		30	12	**42**
Filled					2	1	4.8	7		14.8	7.8	**22.6**
Trust Fund for the Clean Development Mechanism												
Approved				1	2	10	26	25		64	23	**87**
Filled				1	2	10	23	22		58	18	**76**
Trust Fund for the International Transaction Log												
Approved						2	3	1		6	1.5	**7.5**
Filled						2	3	1		6	1	**7**
Trust Fund for the Special Annual Contribution from the Government of Germany												
Approved								1		1	7	**8**
Filled								1		1	7	**8**
Special account for conferences and other recoverable costs[b]												
Approved								1		1	4	**5**
Filled								1		1	4	**5**
Special account for cost recovery related activities												
Approved						5	7	6		18	10	**28**
Filled						5	4	6		15	8.5	**23.5**
Programme support (overhead)												
Approved				1	2	4	13	6		26	56.5	**82.5**
Filled				1	2	3.8	11	3		20.8	43.5	**64.3**
Total												
Approved	**1**	**1**	**2**	**9**	**21**	**59**	**105**	**68**		**266**	**167.5**	**433.5**
Filled	**1**	**1**	**2**	**9**	**17**	**49.8**	**82.6**	**57**		**219.4**	**136.5**	**355.9**

Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional, USG = Under-Secretary-General.

[a] Filled posts are occupied by staff members who have been awarded a fixed-term contract of one year or more and are appointed against established posts after a complete recruitment process, including review by the Review Board.

[b] These posts are in support of operating the split office premises and are funded by the Government of Germany.

3. Table 2 provides information on the geographical distribution of the staff appointed at the Professional level and above. As at 30 June 2018, Western European and other States accounted for the highest percentage (43.7 per cent, compared with 43.2 per cent as at 30 June 2016 of staff appointed at the Professional level and above, whereas African States accounted for the lowest (8.6 per cent, compared with 7 per cent at this time as at 30 June 2016).

4. The secretariat has continued its efforts in relation to achieving a good geographical distribution and gender balance among staff at the Professional level and above.

Table 2
Geographical distribution of staff members appointed at the Professional level and above as at 30 June 2018

Grade	*African States*	*Asia-Pacific States*	*Latin American and Caribbean States*	*Eastern European States*	*Western European and other States*	***Total***
USG			1			**1**
ASG		1				**1**
D-2					2	**2**
D-1	2		1		6	**9**
P-5	4	5	1	3	4	**17**
P-4	3	11	7	7	22	**50**
P-3	6	26	9	3	41	**85**
P-2	4	14	10	7	22	**57**
Total	**19**	**57**	**29**	**20**	**97**	**222**
Percentage of total	8.6	25.7	13.1	9.0	43.7	100.0

Note: Does not include data on staff recruited under temporary assistance contracts.
Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional, USG = Under-Secretary-General.

5. Table 3 highlights the distribution of staff members appointed at the Professional level and above between Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties). As at 30 June 2018, the percentage of staff from non-Annex I Parties at the Professional and higher levels was 46.8 per cent, compared with 53.2 per cent for Annex I Parties. As at 30 June 2016 the percentage of staff from non-Annex I Parties was 47.3 per cent and from Annex I Parties was 52.7 per cent.

Table 3
Distribution of staff members at the Professional level and above between Annex I and non-Annex I Parties

Grade	*Annex I Parties*	*Non-Annex I Parties*
USG		1
ASG		1
D-2	2	
D-1	6	3
P-5	7	10
P-4	28	22
P-3	48	37
P-2	27	30
Total	**118**	**104**
Percentage of total	53.2	46.8

Note: Does not include data on staff recruited under temporary assistance contracts.
Abbreviations: USG = Under-Secretary-General, ASG = Assistant Secretary-General, D = Director, P = Professional.

6. Table 4 highlights the distribution of staff members by gender. As at 30 June 2018, the percentage of female staff at the Professional and higher levels was 39.2 per cent and of

Project	*Opening balance*	*Income*	*Expenditure*	*Balance*
Managing the UNFCCC web portal in the six official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish)	(753)	–	–	(753)
Communications and Outreach travel with and in support of the Executive Secretary	25 434	108	3 112	22 430
Maintaining a photo library to enhance the quality and availability of communications and outreach photos	2 565	–	–	2 565
Developing an online portal for UNFCCC information in Spanish	110	59 737	–	59 847
Undertaking a website project on digital enhancement post-2015 (web and social media)	534 011	86 052	300 922	319 141
Developing the application for smartphones, tablet computers and mobile devices	6 459	–	–	6 459
Education and youth engagement – Action for Climate Empowerment	98 298	186 866	88 363	196 802
Providing archive services for the historical records of the UNFCCC	289	13 054	–	13 343
Managing and preserving sound recordings of all sessions of the Conference of the Parties and the subsidiary bodies	23 284	(12 513)	–	10 770
Managing and preserving video recordings of all sessions of the Conference of the Parties and the subsidiary bodies	12 424	22 932	–	35 356
Developing internal communication tools	73 490	90 247	42 327	121 409
Executive Direction and Management				
Enhancing and strengthening cooperation with the United Nations through the Office of the Secretary-General	4 016	(141)	–	3 875
Supporting the Executive Management in the lead-up to the United Nations Climate Change Conference in Paris	292 037	171 064	232 038	231 063
Supporting negotiations and new institutional arrangements aimed at enhancing the implementation of the Convention and its Kyoto Protocol	28 469	(23 955)	3 965	549
Strengthening gender mainstreaming in climate change action and the UNFCCC process	152 550	649 754	247 216	555 089
Establishing partnerships in support of the twenty-third session of the Conference of the Parties	137 042	166 702	38 404	265 340
Coordinating support for the negotiations on the Paris Agreement work programme to enhance coherence, clarity and consistency	127 308	115 138	117 795	124 651
Finance, Technology and Capacity-building				
Implementing activities of the Support Unit of the NDC Partnership at the regional level	1 432 396	148	221 690	1 210 854
Supporting the implementation of the framework for capacity-building in developing countries established under decision 2/CP.7 and the framework for capacity-	94 012	163	53 591	40 584

Project	*Opening balance*	*Income*	*Expenditure*	*Balance*
building in countries with economies in transition established under decision 3/CP.7				
Supporting the work of the Standing Committee on Finance	264 098	103 601	174 917	192 782
Supporting the implementation of the Technology Mechanism and the work of the Technology Executive Committee	297 568	(439)	174 647	122 482
Supporting the tracking and transparency of support, including the preparation of the biennial assessment and overview of climate finance flows	209 059	(1 077)	204 171	3 811
Fellowship Capacity Award Programme to Advance Capabilities and Institutional Training in one Year	1 914 545	1 115 727	–	3 030 271
Facilitating the mobilization of climate finance to support the priority mitigation and adaptation actions of developing countries (needs-based finance)	127 835	540	–	128 374
Legal Affairs				
Maintaining the electronic handbook for the UNFCCC	16 793	–	–	16 793
Supporting the Compliance Committee	57 676	1 253	–	58 929
Providing technical support for the review and development of national climate change legislation	–	110 000	–	110 000
Mitigation, Data and Analysis				
Strengthening the technical examination process on mitigation: supporting the implementation of pre-2020 mitigation-related activities stemming from decision 1/CP.21	77 080	85 328	30 594	131 814
Supporting the intergovernmental negotiation process on the development of modalities, procedures and guidelines for the transparency framework under the Paris Agreement	609 816	50 240	22 667	637 388
Supporting the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention in assisting developing countries with the implementation of measurement, reporting and verification and the transparency framework	159 431	155 240	84 510	230 160
Maintaining and enhancing the compilation and accounting database under the Kyoto Protocol	36 912	–	–	36 912
Supporting activities relating to land use, land-use change and forestry, reducing emissions from deforestation and forest degradation, and enhancing carbon sinks and the role of sinks in future mitigation actions	845 025	(498)	171 394	673 133
Supporting activities relating to training for the technical review of developed country Parties' submissions and 'the technical analysis of developing country Parties' submissions, the UNFCCC roster of experts and meetings of lead reviewers	430 526	457 248	152 903	734 871
Strengthening the capacity of developing countries to participate in the measurement, reporting and	605 748	543 914	92 975	1 056 687

Project	*Opening balance*	*Income*	*Expenditure*	*Balance*
verification arrangements under the Convention and the transparency framework under the Paris Agreement				
Supporting activities relating to the impact of the implementation of response measures	517 384	392 821	177 626	732 579
Supporting the implementation of the international assessment and review process for developed country Parties and the international consultation and analysis process for developing country Parties	1 382 138	161 260	204 294	1 339 105
Organizing the technical dialogue on nationally determined contributions	309 088	(285)	71 822	236 982
Supporting the implementation of activities relating to intended nationally determined contributions and nationally determined contributions	663 914	2 273	161 525	504 663
Supporting the technical review of greenhouse gas inventories from Annex I Parties	152 369	(1 265)	145 609	5 495
Maintaining and enhancing UNFCCC reporting and information systems to enable submission of information by Parties, delivery of data-based reports, operation of tools used in the measurement, reporting and verification process, and warehousing and management of greenhouse gas data	458 902	55 297	134 687	379 512
Supporting the Talanoa Dialogue	250 000	39	99 975	150 064
Strengthening the capacity of developing countries to prepare and manage their national greenhouse gas inventories as a basis for an effective transparency framework under the Paris Agreement	–	2 490 744	454 899	2 035 845
Sustainable Development Mechanisms				
Supporting the adoption of collaborative instruments for achieving ambitious climate action	324 924	356 125	474 013	207 037
Supporting climate action	279 089	278 982	281 802	276 269
Supporting and optimizing the operation of joint implementation	3 753 637	2	387 579	3 366 061
Developing voluntary approaches and tools for investment organizations and financial institutions to support the aggregation of the impacts of investor-related climate action	–	5 355	1 821	3 534
Information and Communication Technology				
Maintaining the climate action hub	1 152	–	–	1 152
Enhancing responsiveness, efficiency and accountability by strengthening secretariat relationship management and communications with Parties and observers	171 746	(5 732)	–	166 013
Supporting and enhancing the secretariat's collaboration platform as the basis for information-sharing and enterprise content management and the repository for secretariat legal instruments	17 801	(62)	–	17 739

Project	*Opening balance*	*Income*	*Expenditure*	*Balance*
Replacing the UNFCCC email and instant messaging system	2 734	–	–	2 734
Migrating mandated web information systems	55 308	(1 913)	–	53 395
Enhancing information and communication technology security at the UNFCCC	141 462	(3 183)	–	138 279
Governing information technology	79 137	–	–	79 137
Contributing to the joint development of knowledge tools on environmental conventions (InforMEA project) under the programme for the Environment and Sustainable Management of Natural Resources, including Energy	–	5 718	–	5 718
Providing virtual meeting and workshop participation opportunities to UNFCCC stakeholders	85 421	211	158	85 474
Other expenditure				
Junior Professional Officers	619 311	282 559	238 945	662 925
Total[b]	**24 984 868**	**12 441 374**	**8 700 157**	**28 726 086**

[a] Not all income available under the Trust Fund for Supplementary Activities is allocated to projects, such as interest and foreign exchange gains. Some of the income received is held unallocated at the request of the contributing Parties for future allocation.

[b] Rounded to the nearest United States dollar.